

**Attachment B**  
**Past Performance Questionnaire**

Prospective Firm: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Phone Number(s)- \_\_\_\_\_

Email Address- \_\_\_\_\_

Contract Number: \_\_\_\_\_

Contract Title: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Contract Award Date: \_\_\_\_\_

Contract Award Amount: \$ \_\_\_\_\_ Final Contract Amount: \$ \_\_\_\_\_

Reason the Award Amount and Final Contract Amount are different: \_\_\_\_\_

Original Completion Date: \_\_\_\_\_ Actual Completion Date: \_\_\_\_\_

Reason the Original Completion Date and Actual Completion Date are different: \_\_\_\_\_

***ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT  
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE***

**E (EXCELLENT)** – Performance meets contractual requirements and exceeds the Government's expectations. The contractual performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective. (HIGH CONFIDENCE)

**G (GOOD)** – Performance meets contractual requirements and exceeds some requirements to the Government's benefit. The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective. (SIGNIFICANT CONFIDENCE)

**S (SATISFACTORY)** – Performance meets contractual requirements. The contractual performance of the element contains some minor problems for which corrective action taken by the contractor appear or were satisfactory. (CONFIDENCE)

**M (MARGINAL)** – Performance does not meet some contractual requirements. The contractual performance of the element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. (LITTLE CONFIDENCE)

**P (POOR)** – Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective. (NO CONFIDENCE)

**N (NEUTRAL)** – No relevant past performance record is identifiable upon which to base a meaningful performance risk prediction. A search was unable to identify any relevant past performance information for the contractor or their key personnel. (This is neither a negative nor positive assessment.)

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE						
1. Was this a competitive Contract?	YES			NO		
2. Role of contractor.	Prime			Sub		
3. Ability to meet quality standards specified for technical performance.	E	G	S	M	P	N
4. Compliance with contractual terms and conditions.	E	G	S	M	P	N
5. Quality/integrity of engineered design and technical data/report preparation efforts.	E	G	S	M	P	N
6. Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements.	E	G	S	M	P	N
7. Effectiveness of overall contract management (including ability to effectively lead, manage and control the program).	E	G	S	M	P	N
8. Effectiveness of project management, including management of subcontractors?	E	G	S	M	P	N
9. Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports).	E	G	S	M	P	N
10. Timeliness/effectiveness of contract problem resolution without extensive customer guidance.	E	G	S	M	P	N
11. Ability to successfully respond to emergency and/or surge situations.	E	G	S	M	P	N
12. Effectiveness of project management and control multidiscipline design-build activities, including subcontractors.	E	G	S	M	P	N
13. Effectiveness of architectural-engineering management.	E	G	S	M	P	N
14. Effectiveness of acquisition management.	E	G	S	M	P	N
15. Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client.	E	G	S	M	P	N
16. Effectiveness in the application of principles of safety in design.	E	G	S	M	P	N

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE						
17. Contractor safety record and responsiveness regarding safety issues.	E	G	S	M	P	N
18. If this is/was a Government cost type contract, the Contractor's timeliness in submitting monthly invoices with appropriate back-up documentation and monthly status reports/budget variance reports.	E	G	S	M	P	N
19. If this is/was a Government cost type contract, the Contractor's accuracy regarding monthly invoices with appropriate back-up documentation and monthly status reports/budget variance reports.	E	G	S	M	P	N
20. Ability to hire/apply a qualified workforce to this effort.	E	G	S	M	P	N
21. Ability to retain a qualified workforce on this effort	E	G	S	M	P	N
22. If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? Indicate if show cause or cure notices were issued, or any default action in comment section below.	E	G	S	M	P	N
23. Have there been any indications that the contractor has had any financial problem?	E	G	S	M	P	N
24. In summary, provide an overall rating for the work performed by this contractor.	E	G	S	M	P	N

1. Would you work with this contractor again? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Significant Strengths: \_\_\_\_\_  
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3. Significant Weaknesses:\_\_\_\_\_

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4. Additional Comments:\_\_\_\_\_

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